Enforcing the Underage Drinking Laws Grant Program

Fiscal Year 2010
Application Kit

Division of
CRIMINAL
JUSTICE
SERVICES

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Enforcing the Underage Drinking Laws Grant Program
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Section I

Overview: The Enforcing the Underage Drinking Laws (EUDL) Program supports and enhances efforts to enforce state laws prohibiting the sale of alcoholic beverages to minors and to prevent the purchase or consumption of alcoholic beverages by minors.

Section II

Application Deadline: Applications must be received by close of business on or before **Friday, February 19, 2010.** Please return completed applications to:

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Attn: Kimberly S. Mason
Juvenile Justice Specialist
WV Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, WV 25301
Telephone: (304) 558-8814, ext 284
Fax (304) 558-0391
E-mail: Kimberly.S.Mason@wv.gov

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Section III

Eligible Applicants:
Units of State and Local Governments

Section IV

Grant Application Process:
Applicants for the Enforcing the Underage Drinking Laws (EUDL) Grant funds must apply on an annual basis. Grant funding is awarded on a competitive basis each year. **There is no guarantee of funding beyond the one year award period.**

The application process consists of the following steps:

A. Applications for federal funds by agencies are initiated by completing a EUDL grant application for a project and submitting it to the Division of Criminal Justice Services. The standard grant application kit must be used for all grants. The application kits are available from the Division of Criminal Justice Services (www.dcjs.wv.gov).

B. Applications will be promptly acknowledged upon receipt and reviewed for completeness by DCJS staff. Applicants will be contacted if omissions appear and will be given 10 working days to complete and submit the missing documentation. **NOTE: Late applications <u>and</u> applications that do not**

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meet a documented extended 10-day deadline for completeness will not be forwarded to the Juvenile Justice Subcommittee for funding consideration.

C. Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy the state goals and objectives. Comments will be attached and the application will be forwarded to the Juvenile Justice Subcommittee for consideration. The Subcommittee will evaluate the merit of the application based on, but not limited to, the following criteria:

a. Compliance of the proposed project application with the priority programs described in the state plan.

b. Compliance with federal and state program guidelines and special conditions and assurances of the grant program.

c. The eventual assumption of costs by the applicant agency (Plan of Sustainability).

d. Measurability and appropriateness of the stated goals and objectives.

e. Probability that the grant will achieve its objective(s).

f. Adequate fiscal responsibility and resources.

g. Reasonableness of the proposed budget, clearly itemized budget, and total source of funding for the project.

h. Certification that federal funds will not be used to supplant or replace state or local funds.

i. Need for the project. The statement of need or problem statement is clearly indentified and substantiated by research and statistics.

j. Geographic area(s) to be served.

k. Demonstrate a well developed Planning and Evaluation Team.

l. Demonstrate community awareness and support. A documented interagency linkage and collaboration with community programs such as referral agreements, letter of working agreements, and/or support letters.

m. Detailed project implementation plan and schedule.

n. Adequacy of evaluation strategy to determine the success of the project.

D. Representation of the applicant agency will be required to present or be available for a conference call at the Juvenile Justice Subcommittee meeting to make a

brief presentation and/or answer any question regarding the proposal. Applicants will be informed of the scheduled time and place of the meeting. Representatives must be someone directly involved with the implementation of the project.

E. Once review and presentation of applications are complete, the Juvenile Justice Subcommittee will make funding recommendations to the Governor. The Governor reviews these funding recommendations and announces final approval of the Enforcing the Underage Drinking Laws grant-funded projects by distributing official award letters to grantees.

Authority to make grant awards is vested only by the Governor.

Section V

The Application Must Include:

Refer to *Appendix D* for application forms.

General Administrative Information – Page 1
The following information will need to be completed in its entirety for the application to be considered complete.

- **Applicant:** List name, address, and telephone number of the agency applying for EUDL grant funds. The applicant must be a unit of state or local government.

  This address must be the mailing address where the applicant wants the reimbursement checks sent.

- **Type of Agency:** Check the type of agency applying for funds – State, County, or Municipal.

- **Project Director:** List name, address, telephone number, fax number, and e-mail of the individual actually in charge of facilitating the project. This individual cannot also be the fiscal officer or authorized official.

- **Fiscal Officer:** List the name, address, telephone number, fax number, and e-mail of the person responsible for the fiscal records of the project. This individual cannot also be the authorized official or project director.

- **Amount Requested:** Enter the total amount of Enforcing the Underage Drinking Laws grant funds being requested.

- **Amount Recommended:** DO NOT ENTER ANYTHING IN THIS BOX. This amount will be completed by DCJS when final recommendations are made.

- **Program Category:** Indicate under which EUDL grant program funding category funds are being applied for. For a complete description of the EUDL program brief and funding categories, refer to *Appendix B*.

- **Prior EUDL Grant Funding:** Indicate whether or not the applicant has received prior years of funding through the EUDL program. If the applicant has received a prior year(s) of funding, indicated how many years.

- **Geographic Area Served**: Indicate the county or counties served by this grant project. If the grant project will serve the entire state, reflect a "Statewide" service area.
- **Evidence/Research Based Programs and/or Environmental Strategy for Prevention**: Indicated whether or not you will be utilizing one of the aforementioned programs. If so, list the name of the program.
- **Estimated number of youth to be served through the grant**: Provide a project number of youth to be served through this project.
- **Cost per youth**: Provide an approximate cost per youth. To calculate cost per youth, divide the amount requested by the estimated number of youth to be served.
- **Project Period**: Fiscal Year 2010 Enforcing the Underage Drinking Laws grant funds will be funded for twelve (12) months beginning June 1, 2010 and ending May 31, 2011.
- **Project Title**: If applicable, provide a brief title for the proposed project.
- **Description**: Provide an overview of the program which will include a <u>BRIEF</u> summary of the program's concept and overall goal. *NOTE* – this section is limited to the space provided.
- **Authorized Official**: List the name, title, address, telephone number, fax number, and e-mail of the individual authorized to apply for these grant funds on behalf of the applicant. Example of authorized officials could include County Commission Presidents, Mayors, or State Agency Directors (Heads). <u>This individual cannot also be the project director or fiscal officer.</u>

Budget Summary – Page 2

List the applicant and the applicant's Federal Employee Identification Number (FEIN) in the spaces provided. For example, a ten-digit number usually starting with 55.

- **EUDL Requested Funds Column**: Indicate the amount of grant funds requested in the various category items allowable under the EUDL grant program. Note – space is a non-allowable expense with EUDL funds.
- **Other Funds Column**: Indicate the other funds allocated to the various budget line items. This is the matching contribution.
- **Total Budget**: EUDL requested grant funds plus other funds.
- **Funding Strategy**: List separately each source of funds for the project and indicate the status of each funding source as outlined under the Funding Strategy section.

Note - Enforcing the Underage Drinking Laws grant funds are set up on a reimbursement basis only – no lump sum distributions. Financial reports are submitted each month to obtain reimbursement through the grant for monthly project expenditures.

MATCH: Beginning with FY 2010 applications, programs will be required to assume a greater local level of fiscal responsibility and promote increased local participation. Funded projects must receive financial support from sources other than EUDL funding

(or any other Federal funding source). The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local and community resources to the purposes of the project. Providing matching funds demonstrates collaboration and a commitment to the sustainability of the project, which is one of the major components used by staff and the Subcommittee in assessing merit of the project. Note: <u>Each agency requesting funds must meet their own match</u>.

The matching requirements are as follows:

- o 1st year – 10% match (5% - in-kind and 5% - cash)
- o 2nd year – 15% match (5% - in-kind and 10% - cash)
- o 3rd year – 20% match (10% - in-kind and 10% - cash)
- o 4th year – 25% match (10% - in-kind and 15% - cash)
- o 5th year and beyond – 30% match (15% - in-kind and 15% - cash)

For 1st year applicants, the method for calculating the appropriate match for individual EUDL grants is as follows:

Step 1: Amount of Grant Requested Funds ÷ .9 = Total Project Amount

Step 2: Total Project Amount – Grant Requested Funds = Match Amount

NOTE: When calculating match for additional years, please use the following:
For year 2 - divide by .85; for year 3 - divide by .80; for year 4 - divide by .75; for year 5 and beyond – divide by .70.

*All programs, new and existing, will begin at year one of the matching requirement. For example, if a Fiscal Year 2009 project receives funding for a second year, the project will only be required to provide a 10% match, rather than a 15% match.

Also, In-kind match <u>cannot</u> substitute for cash match.

Budget Detail – Page 3
Provide a breakdown of the category totals listed on Page 2. This information should include general line item information by budget category.
- ∞ **Personnel / Contractual**: List personnel expenses for all purposes proposed through the grant. For line item name, list the title of the positions.
- ∞ **Travel / Training**: Reflect all project travel costs and/or training expenses associated with this proposal.

- Equipment: List tangible non-expendable personal property having a useful life of more than one-year and an acquisition cost of $5,000.00 or more per unit.
- Other: List all program materials, advertisement expenses, buy money, intervention materials, and any other expense.

Allowable Costs include:
- Personnel expenses for staff providing direct services to youth.
- Overtime for officers working on Compliance Checks.
- Project materials, such as curriculum, tutoring, and counseling materials (books, handouts, workbooks, videos, etc.).
- Mileage reimbursement will be in accordance with West Virginia State Travel Regulations for providing direct services to youth.
- Training costs for youth service staff (registration fees, mileage, lodging, and meals). Meal allowance costs are limited to Federal Per Diem rates per day and in accordance with WV State Travel regulations.
- Equipment purchases.

Unallowable Costs include:
- Administrative costs (administrative salaries such as salaries for executive directors, accountants, bookkeepers, clerical staff, and indirect costs)
- Space (rent and utilities).
- Continuing education credits, tuition and textbooks for college or graduate courses.

Note – be sure to indicate not only the requested EUDL funds, but any other funds supporting or to be used to support the proposed budget line items. Total figures should match the totals on Budget Summary page (Page 2).

Budget Justification – Page 4

Provide a further breakdown of all costs listed in the Budget Detail worksheet. This should not only provide a breakdown of costs, but also why this expense is needed to carry out the proposal. For line items listed, sufficient breakdown would include:

- Personnel / Contractual: List positions as contractual (no benefits) or personnel with the benefits spelled out in detail. To show personnel with benefits – reflect the gross wages (salary) plus any benefits and taxes, such as FICA, Worker's Compensation, Retirement, etc. For hourly employees – indicate the hourly rate, the number of hours to be worked in a day, and the total number of days to be worked during the grant cycle. For example: $10 / hour x 3 hours / day x 180 days = $5,400.00
- Travel / Training: Describe all trainings identified on the budget page. For each item show the calculation. Specifically, for mileage expenses document approximate number of miles and the mileage rate used. Reflect the applicant's mileage rate unless this rate exceeds the state per diem rate, in which case you will use the state per diem rate. If a courtesy vehicle is used (*e.g.* – police cruiser, state vehicle, etc.) the rate may be reduced accordingly. Training expenses should reflect workshop or conference registration fees, lodging, and

meal allowance. Meal allowances are limited to the Federal Per Diem rates and in accordance with West Virginia State Travel Regulations.
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

⅓ **Equipment:** Provide a detailed description of the equipment requested and how this will benefit the project.

⅓ **Other:** All items listed under this category need to be clearly itemized. For instance, an itemization for workbook materials to be used would be outlined as cost per participant (35 participants x $10 per workbooks = $350.00).

Project Narrative – Page 5

Provide a detailed description of how the applicant will use EUDL grant funds (*e.g.*, public advertising programs, compliance check operations, etc.) including plans for the continuation of the EUDL program if future funding is not made available. **Priority will be given to programs that utilize evidence/research based programming and/or prove elements of environmental strategies for prevention**. Please refer to Appendix E and F for a list of examples.

Complete the Project Narrative following the format as outlined below and attach additional pages as needed. **Additional pages should be labeled 5-1, 5-2, 5-3, etc.**

A. **Statement of Need or Problem Statement:** The problem/need should be clearly identified and substantiated by research and statistics specific to the targeted service delivery area and population.
   o The target population to be served should be identified and described.
   o The needs of the target population are outlined.
   o Supporting current data (preferable base-line data as well as written demonstration) is provided to justify why programming of this type is needed.
   o Existing projects <u>must</u> show a continued need – a copy of last years problem statement will not be accepted.

B. **Program Description and/or Solution to the Problem:** At a minimum, the following should be addressed:
   o Describe the proposed program and how it will address the needs identified in the statement of need.
   o If applicable, provide a descriptive outline of any curriculum to be used and provide a sample in Attachment E.
   o Describe the program's overall goal(s) and the anticipated impact on the targeted population.
   o Describe the activities to be implemented in the program – when discussing these activities, be sure to include an implementation schedule.
   o If applicable, describe how youth will be recruited and/or referred to the program.
   o Discuss the program's management and supervision – indicate the role of the project director, the supervision of EUDL-funded staff, the governing

board, the planning and evaluation team, and if volunteers will be used to implement the program.

- o Existing projects **must** show past impact of their project on the targeted population – a copy of last years program description is not acceptable.
- o Outline the methods, procedures, and activities used to accomplish goals and objectives.

C. **Collaboration**: Describe the degree of interagency linkage and community ties with the project – referral agreements and letters of working agreements with key agencies.

- o How will the program integrate or coordinate with existing related initiatives?
- o Describe the networking system to be used with other agencies.
- o Provide letters of working agreements in Attachment D.

D. **Program Evaluation**: Provide an evaluation strategy to determine the success of the project.

- o Describe the plan for measuring program effectiveness – this should be based on the goal(s) and objective(s) as well as any base-line data provided.
- o Identification of data elements to be used to measure the program's progress.
- o Identification of data elements to measure the program's outcomes.
- o Description of how the data will be collected.
- o Description of how the data will be analyzed and to whom the results will be reported.

E. **Plan of Sustainability**: A detailed description of how the project will be sustained in the event that EUDL funds are no longer available.

- o This plan must illustrate the willingness and capacity to continue the project after grant funds are no longer available.
- o The plan should also describe any working relationships that would be maintained as a part of the grant program.

F. **Success of previously EUDL-funded projects**: If the project has received prior EUDL funding, identify how many years the project has been funded and the successes of the project.

Grant Goal(s) & Objective(s) – Page 6

Overall grant goal(s) and objective(s) will be described in the program description and/or program evaluation, but all grant goal(s) and objective(s) need to be documented in this section. Refer to *Appendix C* for additional forms. **Additional pages should be labeled 6-1, 6-2, etc.**

- ○ State your goal(s) and provide clear, precise, and measurable objectives. Objectives should identify what and how much is anticipated to be accomplished, who will be responsible for making it happen, and when it is anticipated to be completed.
- ○ Describe the implementation strategy for each objective. Strategies need to be brief and to the point.

A general description for the terminology used on this form is listed below:

Goal - Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. **You may only have one goal for your project with several objectives and activities to meet that goal.**

Objective - A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be S.M.A.R.T. (Specific, Measurable, Attainable, Results oriented and Time bound).

Outcome Measure - The data or tool used to measure achievement of the objective.

Activities - What will be done and who will accomplish it. You must have at least one (1) activity per objective.

Timeline - When will the activity begin and end. You must have a timeline for each activity.

Planning and Evaluation Team Members – Page 7

List the agency, address, and telephone number of each planning and evaluation team member. All letters of commitments, received by each team member, need to be submitted in order for the application to be considered complete. (Attachment C of the grant application).

The Juvenile Justice Subcommittee requires that in order to receive EUDL grant funds the grantee must form an interagency planning and evaluation team according to the following criteria. Each member should be made aware of these requirements.

1. Will consist of three to five members representing a variety of agencies and the private sector that are critical in assisting in the successful implementation of the grant project, such as law enforcement, school personnel, DHHR, mental health centers, probation, judges, prosecutors, magistrates, juvenile detention facilities, youth service agencies, and parents. The grant project director and EUDL-funded staff positions will not be listed as team members, but will meet with the team. Only one team member may be a member of the grantee's governing board.

2. Will serve in capacity as a "project planning and evaluation team" for performing quarterly project evaluations to: verify the status of grant goals and objectives, identify the successful components of the project, enhance and further develop successful components of the program, detect any problems or barriers, develop strategies for resolving or minimizing any problems, and develop an evaluation strategy.

3. Will meet al least every other month, maintain minutes for team meetings, and submit minutes to DCJS with grant monthly progress reports.

4. Where applicable, will attend regional project evaluation and planning strategy workshops sponsored by DCJS.

5. Will elect or appoint one person, who is not an officer of the grant or paid employee of the grant, to serve as chairperson of the evaluation team. This person will complete, on behalf of the team, the quarterly evaluation of the project and submit it to DCJS.

6. Will not serve in a supervisory role for overseeing day-to-day operations of grant projects or supervise the EUDL-funded staff position(s).

7. Will strengthen linkages and maintain coordination of efforts in providing services to youth by reviewing the status of interagency agreements and following up to ensure the commitment and cooperation of agencies and individuals for successful implementation of the grant project.

Organizational Charts – Page 8

Provide organizational charts for the applying agency *and* for the proposed project.

Hiring Procedures and Job Descriptions – Page 9

Provide a description of the agency's procedure(s) for hiring employees who will be or are funded under the EUDL grant. Include with this a job description and qualification for the position(s) proposed. If the position(s) are currently filled, then include a resume for each filled position.

Special Conditions and Assurance – Pages 10 through 15

Sub-grants funded under the EUDL grant program agree to comply with all special conditions and assurances listed. By certifying and signing the application on page one, the applicant is indicating they will understand and comply with all special conditions and assurances listed in this section.

Organization Budget – Attachment A

Attach the applying agency's organizational budget. EUDL grant funds are distributed on a reimbursement basis only. The organizational budget will help in determining if sufficient resources are available for the applicant to operate in this manner.

Membership List of Governing Board – Attachment B

List the address and telephone number for each member of the grantee governing board. Examples of governing boards include county commission and city councils.

Commitment Letters from Planning & Evaluation Team – Attachment C

Attach all commitment letters received from the planning and evaluation team members. An application is not complete until all letters are received.

Letters of Working Agreement – Attachment D

Attach all letters of working agreement received from key agencies that demonstrate interagency linkage in providing services to the project. Letters of working agreement include agencies such as: police departments, sheriff departments, the board of

education, etc. EUDL projects must also coordinate with <u>both</u> their local Community Development Specialists and their County Prevention Partnership. Please refer to Appendix G for a list of examples. <u>An application is not complete until all letters are received.</u>

Other Attachments – Attachment E

Attach any other items that may be relevant to the grant proposal. Example, the proposal describes a specific curriculum that will be used to address the problem need. The curriculum may be attached to this section for reference.

Section V

<u>Appendices</u>

Appendix A - Enforcing the Underage Drinking Laws Grant Application Checklist.

Appendix B - Program Brief and Funding Categories.
- ℘ Most recent program brief submitted with the State of West Virginia's EUDL federal application.
- ℘ To be considered, every proposal must fit into one of the three approved EUDL funding categories. A description of each category can be found in this appendix. Which category an applicant is applying under will be listed on Page 1 of the grant application.

Appendix C - Additional Goal(s) and Objective(s) Form.

Appendix D - Grant Application Forms.

Appendix E - Evidence/Research Based Programs List
> http://www2.dsgonline.com/mpg/Default.aspx

Appendix F - Environmental Strategies for Prevention
> http://pathwayscourses.samhsa.gov/ev/ev_intro_pg1.htm

Appendix G - Community Development Specialists and County Prevention Partnerships
> http://www.prevnet.org/cds/areamap/